

Meeting Room Policy

Section 1: Purpose and Scope

The Garden City Public Library utilizes staff office space as its primary meeting rooms. For special large programs, the Library makes arrangements with other City Departments and cultural institutions for meeting space. Therefore, meeting rooms in the Library are only available for Library business, Library programs, and meetings of non-profit organizations closely affiliated with the Library (i.e. Friends of the Garden City Library, and Garden City Library Building Fund, Inc.).

Section 2: Exceptions

The Library Board may approve an exception to this policy for a non-profit community organization whose primary activities directly benefit the residents of Garden City, provided that:

1. The needs of the Library take precedence over the needs of the community group;
2. The meeting(s) of the community group are conducted entirely during normal operating hours of the Library;
3. The Library Director, or a designated staff member, is invited to attend the meeting;
4. The meeting room is returned to its original condition after use;
5. The community group agrees to indemnify and hold harmless the Garden City Public Library and the City of Garden City, its agents and representatives from any and all suits, actions, claims, or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the room, its furnishings or equipment; and
6. The group using the room is responsible for the condition of the room and will be billed for any damage to the room or equipment as result of their use.